

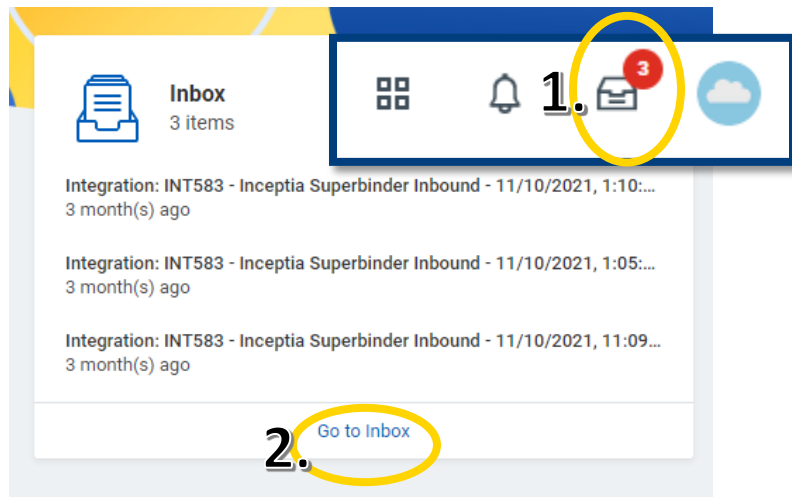
STAFF/FACULTY

Inbox

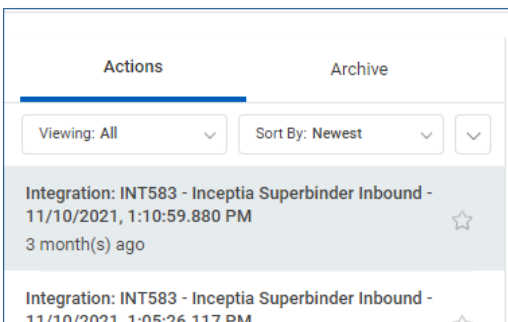
To access your *Inbox*:

Option 1: Select the *Inbox* icon in the top right of your taskbar on your Workday dashboard.

Option 2: Select *Go to Inbox* in the middle of the Workday dashboard.



The Workday Inbox contains tasks or actions assigned to you. There are two sections of the *Inbox*: *Actions* and *Archive*.



Actions – Displays business process tasks, approvals, and To Dos in chronological order.

Archive – Displays initiated business process tasks and completed action items from the last 30 days. (See below how to retrieve older items).

To act on an item, you will review the content in the right-hand pane and use the buttons at the bottom of the screen.

Note: The buttons available will vary depending on the task assigned.

When actions are complete in the *Inbox* item, it will automatically move out of the *Actions* folder into the *Archive* folder. Sometimes your *Inbox* items are part of a process, so once complete, the subsequent tasks will generate action items for others (as needed).

Inbox Archive

Users can access their Workday *Inbox Archive* to check on the status of tasks, reports, and events such as *Closed Course Section* requests, *Course Section Pre-requisite Overrides*, *Program of Study Change*, and other types of requests.

To view an archived item, locate the two tabs in your Inbox: *Actions* and *Archive*.

1. Select the *Archive* tab.
2. Select an item in the Archive.

Information about the Archived item displays to the right. Each item displays with a status:

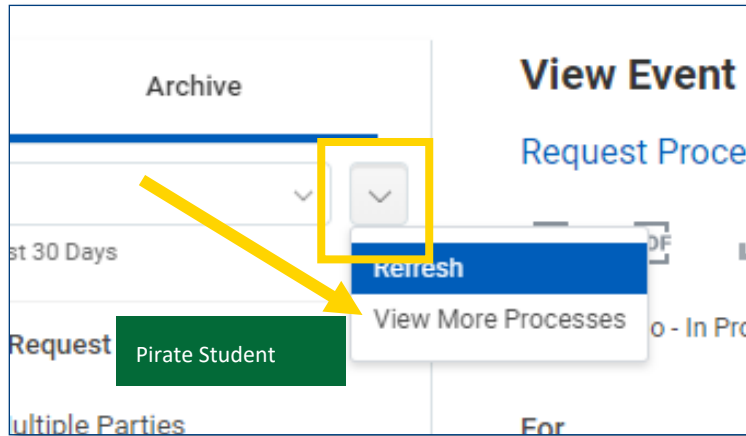
- Successfully Completed
- In Progress
- Canceled

Each item should have 2 or 3 of the following tabs:

- My Actions** tab displays the action you need to complete.
- Details** tab displays information about the action taken.
- Process** tab shows the Process History: Steps Completed and Steps Awaiting Action.


By clicking on the Process tab, **The Remaining Process** button may appear, and it provides details on the Remaining Steps needed for completion.


To view past items, click the dropdown menu icon and select *View More Processes*.



- Enter a Start Date and End Date to view processes from a certain period.
- To view all past processes, leave the Start and End Dates blank.
- Select **OK**.

View More Processes

Start Date 

End Date 

OK

The *View More Processes* page shows historical information: *the type of Business Process, Status, Initiated On date, Completed On date, Completed On date (if complete) and Tasks I Worked On.*

Click on a column and filter the results based on a series of criteria presented in each column: *Sort Ascending, Sort Descending, Filter Condition, or Value.* Select the **Filter** button to apply to the results. Here you can sort items to see a more specific list.

Inbox Sort

- Click the *Viewing* dropdown menu.
- Select *Edit Filters* and click *Create Inbox Filter* to create a custom sort.

Inbox Delegation

My Delegations from the dropdown menu of the Actions tab in your Inbox allows for the ability to initiate business processes on your behalf or take actions on Inbox tasks on your behalf.

